TEST INFORMATION GUIDE

This test information guide provides a summary of concepts that are tested on the multiple-choice examinations for the **Data Processing Operator Trainee, Data Processing Operator (Option 2: Data Entry) and Data Processing Assistant (Option 2: Data Entry)** jobs. This information can be reviewed in combination with class specifications and examination announcements to assist you in preparing for these examinations. (**Note**: The exams for these jobs are identical; you may take one exam and receive a grade for each title for which you applied.)

I.   DATA ENTRY INSTRUCTIONS   (46 Questions)

Employees in these jobs must be able to carefully read and follow instructions used to control the manner in which data is entered on computer systems. Accuracy in following correct data entry procedures is crucial in that errors can result in the costly reentry and verification of information or processing delays. Four hypothetical data entry exercises have been prepared to test your ability to read and follow instructions. These data entry exercises include:

- Determining data which must be rejected because it is in error;
- Deciding the characters to be substituted for actual data to ensure error free processing;
- Following instructions to successfully enter name and address information;
- Rules governing the entry of numeric data (e.g., dollar amounts; dates; employee codes).

II. DATA CODES   (8 Questions)

Employees in data entry jobs are often required to review documents for coding errors or code omissions prior to entry to ensure successful processing of information. Thus, it is critical that one be able to understand and accurately apply rules which control the manner in which alphanumeric characters are substituted for actual information. This section of the exam presents a data coding exercise requiring you to:

- Review data coding instructions which describe the alphanumeric characters to be substituted for actual information;
- Examine a data code reference table;
- Answer a series of questions, each describing a hypothetical data coding situation, by carefully reviewing the data code reference table.

III. DATA COMPARISON   (6 Questions)

Data entry jobs require employees to demonstrate accuracy when transferring information from documents into computer systems. Often, the data to be entered consists of a large series of alphanumeric codes. In order to maintain production levels, it is critical that employees be able to, either visually or by using data verification programs, quickly and accurately verify alphanumeric data that have been entered. This section of the exam requires you to:

- Carefully examine a large table of alphanumeric data codes;
- Locate data codes within (or **missing** from) the table.